

Copy Course Section (Grade Reporting)

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Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Copy Course Section

This tab allows you to create new sections for a course in the campus master schedule by copying an existing section of that course. Once the sections are created, they can be updated on the Section tab.

Update data:

Course	Select the course from which to copy data.
Section	Select the section from which to copy data. The drop-down list includes the section number, begin and end periods, instructor ID, and instructor name.
Create Section	Type the new two-digit section number(s) to be created. Separate multiple section numbers with a comma (e.g., 04,05,06).

Click **Create**. The grid is populated with the data for the new section(s). Update the data for the new section(s) as needed.

Sem	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Time End	Type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minute, and and A is a.m. or p.m.
Lckout	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
Instructor	Click ⋮ to select an instructor.
Class Role	The code indicating the role served by an instructor for the class is displayed.
Role ID	Select the code indicating the capacity in which the instructor serves the students during the section.
CTE	Select if this is a Career & Technical Education (CTE) course.
Entry	Type the date on which the instructor was assigned or reassigned to the class in the current school year.

Click **Save**.

Cancel	Clear unsaved changes and start over.


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